

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

December 10, 2019

Members Present: Barry Jacobson, Mark Madsen, Lynn Weber/Roochvarg, Karen Vedder

Members Absent: Fred Henley

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: none

Guests: David Doughman (by phone), Daniel Gottlieb, Greg King

Visitors: Marilyn Gottlieb, Alan Roochvarg

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:05 pm.

Public Access: none

Agenda Approval:

Laurie asked that the first executive session be moved up in the agenda in order to better coordinate with the Library Attorney's phone call. Laurie also asked to add the approval of the December 8th special meeting minutes to the minutes approval item.

MSC Karen Vedder moved and Mark Madsen seconded to accept the agenda as amended. Carried.

Approval of Board Minutes

- **November 12, 2019 regular meeting**
- **December 3, 2019 special meeting**
- **December 8, 2019 special meeting**

MSC Mark Madsen moved and Barry Jacobson seconded to approve the slate of regular and special meeting minutes as presented. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson will attend the January 8, 2020 meeting at 4:00 pm in the Library meeting room.

In the absence of an FOL representative, Laurie reported that:

- The annual holiday book sale was held in the Meeting Room on Saturday, December 7th
 - included handmade gnomes, baked goods, and jewelry in addition to used books;
 - several themed gift baskets were in the Main Salon as a silent auction until noon, Saturday, December 14th;

- proceeds of \$1900 not including the silent auction.
- Still trying to find a way to transport and dispose of used books.
- Board expressed their appreciation of the work and effort that went into FOL's successful holiday sale.
- Thanks, Friends!

Approval of Bills:

- MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 11/20/2019**, in the amount of \$9,801.76. Carried.
- MSC** Karen Vedder moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 11/25/2019 with warrant numbers 222997-223012**, in the amount of \$5,706.58. Carried.
- MSC** Mark Madsen moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 12/03/2019 with warrant numbers 223141 – 223151**, in the amount of \$12,655.51. Carried.
- MSC** Barry Jacobson moved and Karen Vedder seconded to affirm the **November 2019 Payroll** dated November 20, 2019, in the amount of \$63,068.93. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie noted the following:

- On Friday, December 6th, the Library had a major server failure that took out the catalog, circulation, and online databases. Dell repair people were here by 5:30 am Saturday, December 7th. Staff did manual checkouts until the system was back up. Thanks to Floyd for coordinating the quick repair and to Leslie for figuring out the logistics and getting the word out to the public.
- Innovative Interfaces has been acquired by Ex Libris, which is a ProQuest company; there should be no visible changes to the Library's system.
- Provided an update on the eBook boycott that has been expanding nationally.
- Distributed copies of the final report from OCMI summarizing the various properties that had been considered; this report will also be on the Library's website.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also reported on the following items:

- A Magazine Sponsor Donation tree has been set up in the Main Salon; patrons can select a periodicals title to sponsor.
- Essential Indian Kitchen talk scheduled for Wednesday, December 11th.
- Mullis Center Book Club information is shared via the Library's website, with flyers arounds town, on the printed events calendar available in the Library, and by email to a participants list; Leslie agreed to also include future titles on the monthly events calendar.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The November Profit & Loss report was emailed to the Board and printed copies were available at the Board meeting.

EXECUTIVE SESSION – RCW 42.30.110(b) – To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Lynn called the Executive Session to begin at 3:30 pm for a period of 25 minutes. The Executive Session ended at 3:55 pm. No action was taken during the session.

NEW BUSINESS**Bond Attorney**

Daniel Gottlieb of Hillis, Clark, Martin & Peterson P.S. was in attendance to meet the Board members and give a review of the services that he and his firm would be able to provide should the Library decide to move forward with securing a bond. Information was also provided on the process that would occur if a bond initiative is approved by the voters.

Financial Advisor

Mark Madsen and Daniel explained the importance of a financial advisor to assist in the bond process. An Engagement Letter for Financial Advisory Services from Northwest Municipal Advisors was provided to the Board. Laurie noted that she had submitted the proposed contract to Enduris and to the Library Attorney for review and changes had been suggested. The Board noted that it would like to secure services by January 2020 so work could begin on developing a financial model to share with the public. It was agreed to put this topic on the agenda for the January meeting.

EXECUTIVE SESSION – RCW 42.30.110(h) – To evaluate the qualifications of a candidate for appointment to elective office.

Lynn called the Executive Session to begin at 4:25 pm for a period of 10 minutes. The Executive Session ended at 4:35 pm. No action was taken during the session.

MSC Karen Vedder moved and Barry Jacobson seconded to recommend to the San Juan County Council that Barbara Sharp be appointed to the open position on the San Juan Island Library Board of Trustees. Carried.

Election of 2020 Officers

Slate: President – Mark Madsen; Vice President – Barry Jacobson; Secretary – Karen Vedder.

MSC Barry Jacobson moved and Karen Vedder seconded to approve the slate of candidates for 2020 Board of Trustee Officers as presented. Carried.

Budget Adjustment

Laurie informed the Board that due to a small calculation error, she needed to move \$1200 in the facilities personnel expenditure budget to the consultation budget line. The overall 2020 budget amounts were unchanged. The Board agreed to this adjustment.

First Aid Policy

A draft of a new policy addressing first aid issues in the Library was provided in the Board Report. Laurie explained that this policy evolved out of discussion regarding staff training and administration of NARCAN and the use of the Library's Automatic Defibrillator. The policy was developed by Laurie and Leslie based on policies of other libraries and was reviewed by the Library's Attorney. After discussion, the Board asked Laurie to check with the Library Attorney regarding the topic of requiring staff to render aid.

MSC Mark Madsen moved and Karen Vedder seconded to add new policy 5.9 First Aid to the Library's Operations Manual as submitted. Carried.

Long Term Budget Projects

Tabled to January 2020 meeting.

Funding Retreat Action Steps

Laurie distributed an updated list of Action Items from the Board's Funding Retreat that was held in October. Items being worked on include developing an RFP/Q for a Development Director, updating the Library's five-year strategic plan, and closely following the status of the State's capital grants process. The Board agreed to plan a second monthly meeting starting in January 2020 and to invite John Chrastka from EveryLibrary to speak to the Board regarding successful Library campaigns. The Board further agreed it would be helpful to have an Open Public Meetings Act refresher training followed by a public campaign training.

OLD BUSINESS

Director Evaluation Process

Barry Jacobson distributed updated information and timeline regarding completing the Director's annual review. The evaluation survey link for staff and Board members would go live later in the week. Survey responses need to be submitted by January 10, 2020.

Good-Bye to Lynn

It was noted this was Lynn's last Board meeting due to reaching term limits. The Board and Laurie (on behalf of the staff) expressed gratitude to Lynn Weber/Roochvarg for her 12 years of unwavering dedication and service to the Library.

ADJOURNMENT

MSC Mark Madsen moved and Barry Jacobson seconded to adjourn at 5:10 pm. Carried.

Respectfully submitted: Karen Vedder
Board Secretary

Approved: 
Board President